

EFFECTIVE

January 1, 2017.

Subject(s)**APR-214, Administrative Leave**

An appointing authority may grant administrative leave with pay for necessary absence from duty for which annual, sick, or other leave with pay is not applicable. Additionally, the appointing authority must grant administrative leave when specifically required by the Civil Service Commission. Administrative leave must have prior approval of the supervisor and the division/county director, or administrator/hospital director, or designee for the administration. Approval from the Human Resources Director is required for any circumstances that are not specifically listed in this policy.

Administrative leave should not be used for attendance at work-related conferences, conventions, workshops, seminars, and trainings provided, sponsored, or approved by the department or where the employee represents the department. Attendance at such should be considered a part of the assigned duties and shall be recorded as regular work time.

Reason: APR-214, Administrative Leave, is being added to the Administrative Policy Manual for Human Resources.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Added Items ...

[APR 214](#)